

# Office of Capital Improvement Programming

(Managing STIP, TCRP and Prop 1B CMIA/Route 99 Bond)

## Submittal Requirements for Project Amendment Requests

The following requirements are for currently programmed State Transportation Improvement Program (STIP), Traffic Congestion Relief Program (TCRP) and Proposition 1B (CMIA and Route 99 only) Bond projects.

A complete project amendment request must be submitted to the Department by the due date listed on the CTC Meeting Preparation calendar

([http://www.dot.ca.gov/hq/transprog/ctcliaison/2007/Schedules/External Prep Calendar.pdf](http://www.dot.ca.gov/hq/transprog/ctcliaison/2007/Schedules/External%20Prep%20Calendar.pdf)). All regional requests shall be submitted directly to the appropriate Caltrans District. **Please note that TCRP Amendment requests no longer require the submittal of an amended application form.**

Caltrans will review proposed project amendments and forward them to the Commission for public notice and action. TCRP and Bond project amendments may be approved by the Commission in one meeting, whereas STIP amendments require 30 days public notice before approval by the Commission will be considered. Please note that TCRP and BOND project amendments that also include STIP changes will require 30 days public notice.

A project amendment request shall include the following:

- A completed Project Programming Request (PPR) generated from CTIPS, including the Amendment Information page. (If CTIPS is not accessible, PPR forms pre-populated with existing programming data may be obtained at ([http://www.dot.ca.gov/hq/transprog/ocip/stip/ppr/ppr\\_list.html](http://www.dot.ca.gov/hq/transprog/ocip/stip/ppr/ppr_list.html))).
- Concurrence letters from the Implementing Agency and / or Regional Transportation Planning Agency, as applicable.
- An approved Programming Change Request (PCR) attached (Caltrans administered projects only).

Additional STIP, TCRP and Bond Program guidance is located on the Office of Capital Improvement Programming website: <http://www.dot.ca.gov/hq/transprog/ocip.html>